

## SUMMARY SHEET

### I. Description of Item

This amendment with Casto Information Systems, Inc. (CIMS) is to provide for an increase to purchase additional Liquid Office licenses (eforms), and provide additional funding for professional services related to building workflows, upgrading Liquid Office and assisting our customers that use the County's various scanning and workflow applications.

Leave Accounting currently services approximately 2,000 Shelby County employees. The planned addition of the Correction Center to the leave account application will add another 650 employees to Leave Accounting and will require the purchase of 65 leave approver licenses. The added ability to use leave accounting over the internet has also increased demands for use of the leave accounting. This system, which is used by various departments of County Government, was built to minimize paper and widen distribution of data, while reducing overall cost.

The entities currently using this system: most of the Mayor's Administration, County Clerk, General Sessions Judges and Juvenile Court.

Because of ongoing deployment of new licenses for Liquid Office the need to purchase licenses has increased significantly. Information Technology would like to purchase an additional 110 licenses in addition to the 65 leave approver licenses required to implement Leave Accounting at the Correction Center.

The demands for professional services have been increasing due to various departments wanting to work more efficiently, reduce time to retrieve documents and integrate various systems. We are currently working for the County Clerk's Office on a method to archive and retrieve auto license renewals without traditional scanning. We are also working a method to scan and make available vehicle titles. We are working on a project to scan, valid information in another system and archive documents for Code Enforcement. Projects such as these have caused us to consume our professional services funds quicker than anticipated.

### II. Source and Amount of Funding

#### A. Amount Expended/Budget Line Item

##### **Increase by:**

**\$18,482.50 from Account No. 010-201807-6016, Data Processing Supplies**

**\$20,000.00 from Account No. 010-201807-6634, Outside Consultant Fees**

##### **To:**

**\$38,482.50 from Account No. 010-201807-6016, Data Processing Supplies**

**\$160,000.00 from Account No. 010-201807-6634, Outside Consultant Fees**

**\$198,482.00          Total**

B. All Costs (Direct/Indirect):

**Same as above**

C. Additional or Subsequent Obligations or Expenses of Shelby County:

**None**

**III. Contract Items**

A. Type of Contract: **Professional Services**

B. Term: **July 1, 2007 through June 30, 2008**

**IV.** The fee for the 65 licenses required by the Correction Center will be funded by the Correction Center at a cost of 8,482.50. The remainder will be funded from the Development Center budget.

**NOTE: This amount reflects an increase of \$38,482.50 over the 160,000 that was originally approved for the 2007-2008 fiscal year.**

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